

LIAISON OFFICER CHECKLIST – OPERATIONS CENTER

*Bring Liaison Manual to Report to the Ops Center and attend staff briefing.

Notification List Development

1. Obtain a copy of the OES spill report.
2. Find out who has already been notified:
Governor's Office
Resource Agency
DFG Directorate (these three usually notified by the Administrator)
3. Get a map of the counties/cities that could be impacted by the spill and start a list of local contacts to be notified and updated. This includes the affected regional DFG office. (Use Google as a resource).
4. Identify legislative and congressional districts, state senators, state assembly offices, federal house districts and the two federal senators. (Can use the California state website: <http://www.leginfo.ca.gov/yourleg.htm>) Call the local OES for local contact names, numbers of above – they might be able to do the notifications themselves.
5. Contact the Liaison Officer at the Command Post (if on site) for other contacts.
6. Make list of phone/fax/e-mail addresses of 3/4/5 above. Some sources are the ACPs (LAN), local plans (MSB) and contingency plans (MSB). **Make phone contact first before sending to get/confirm contact name and e-mail preferences.**
7. Get the most current SIOSC list from the Regulations Unit (or the LAN) and the most current TAC list from the Executive Secretary. (Set these up for e-mail notifications – don't need to call ahead).

Making Notifications

8. Compile an e-mail group of contacts.
9. Draft a FACT SHEET to distribute. Coordinate with the PIO/JIC for content. Update the sheet from the IC briefing, the Ops Center Chief, latest press release, etc., and by contacting the Liaison Officer at the Command Post.
10. Get approval from the Ops Center Chief to distribute FACT SHEET.
11. Send FACT SHEET to e-mail group as requested.

Continuing Activities

12. Update FACT SHEET as needed – typically daily. Indicate the frequency of the updates on the FACT SHEET so recipients will know when to expect them.
13. Respond to requests for assistance from the Command Post Liaison Officer, the Ops Center Chief, etc., as needed.
14. Keep a chronology of contacts made and turn in documentation to the Historian daily. Also give Historian any Fact Sheets, etc, that may have been distributed.
15. Fill out DARs daily.

OSPR LIAISON'S AGENCY/ORGANIZATION NOTIFICATION CHECKLIST

Spill Name _____

ALWAYS NOTIFY	Agency/Organization		Person Contacted	Date/Time	Left Message/E-Mail Address	Notes
	SIOSC	State OES				
		Parks and Recreation				
		DOGGR				
		Ca Coastal Commission				
		Cal-EPA				
		DTSC				
		OEHHA				
		SWRCB				
		RWQCB				
		SLC				
		SFM – Pipeline Safety				
		DWR				
		CalTrans				
		CHP				
		Ca Conservation Corps				
		Ca Dept of Forestry and Fire protection				
		National Guard				
		Dept of Justice – Ca Attny General				
		SF Bay Conserv. and Develop. Commission				
		Dept of Industrial Relations - OSHA				
	TAC	See TAC List for Reps and alternates				
		Governor's Office				
		DFG Director				
		Resources Agency				
		DFG Reg Manager – Reg 1				
		DFG Reg Manager – Reg 2				
		DFG Reg Manager – Reg 3				
		DFG Reg Manager – Reg 4				
		DFG Reg Manager – Reg 5				
DFG Reg Manager – Reg 6						
Agency/Organization		Person Contacted	Date/Time	Left Message/E-	Notes	

					Mail Address	
		DFG Reg Manager – Reg 7				
		Native American Heritage Comm.				
		Oiled Wildlife Care Network				
		Regional OES				
		State Office of Historic Preservation				
		US Congress Member				
		Federal Senator				
		Federal Senator				
		State Senator				
		State Senator				
		Assembly Member				
		Assembly Member				
		Assembly Member				
NOTIFY AS APPROPRIATE	Local Govt, etc.	Assembly Member				
		Marina Harbor District				
		Local OES				
		Harbor Dept				
		County Dept of Public Beaches				
		Port/Marine Exchange				
		RWQCB				
		County Public Health				
		County Environmental Health				
		City Fire Dept				
		City/County Parks				
		Local HSC Chair				
		Fishing Associations				
		Lifeguards				
		Dept. of Boating and Waterways				

--	--

December 30, 2008